

CHAPTER 48
CERTIFIED SCHOOL TO CAREER PROGRAM APPROVAL

281—48.1(77GA,ch1225) Purpose. The purpose of the certified school to career program is to provide an articulated sequential program of study, including secondary and postsecondary components (with the option of registered apprenticeship) and paid internship, resulting in a diploma, associate's degree, or other credential in partnership with an employer to prepare participants for a career field. Additionally, the program provides the participant with postsecondary education financing and employment opportunities in Iowa.

281—48.2(77GA,ch1225) Definitions. For the purpose of this chapter, the following definitions apply:

“Apprenticeship program” means a program that is registered by the Bureau of Apprenticeship and Training, U.S. Department of Labor, and evidenced by a certificate of registration as meeting the standards of the Bureau of Apprenticeship and Training and includes a secondary school component. The apprenticeship program is one of the two eligible school to career programs.

“Appropriate labor organization” means an organization with whom an employer has entered into a collective bargaining agreement for the occupation(s) for which the program is being developed; or if an employer has not entered into a collective bargaining agreement with a labor organization for the occupation(s) for which the program is being developed, then a labor organization(s) that represents the occupation(s) in other employment settings would be the appropriate organization.

“Approved program” means a program other than an apprenticeship program that has been reviewed and approved by the state board of education. A public or private secondary school or postsecondary institution, or both, is the entity responsible for submission of the program, coordination of the required parties, program development, and coordination of the training agreement(s).

“Articulation” means the process of mutually agreeing upon skills, knowledge, and performance levels transferable among approved school apprenticeship programs, secondary schools and postsecondary institutions for advanced placement or credit in a school to career program.

“Articulation agreement” means the written document that includes the decisions agreed upon by the secondary school(s) and eligible postsecondary institution(s) and the process used by the institution or apprenticeship program to grant advanced placement or credit.

“Career field” means an occupational area.

“Certified school to career program” or *“certified program”* means a sequenced and articulated secondary and postsecondary program registered as an apprenticeship program under 29 CFR Subtitle A, Part 29, which is conducted pursuant to an agreement as provided in 1998 Iowa Acts, chapter 1225, section 18, or a program approved by the state board of education, in conjunction with the department of economic development, as meeting the standards enumerated in 1998 Iowa Acts, chapter 1225, section 17, that integrates a secondary school curriculum with private sector job training which places participants in job internships, and which is designed to continue into postsecondary education and that will result in teaching new skills and adding value to the wage-earning potential of participants and increase their long-term employability in the state and which is conducted pursuant to an agreement as provided in 1998 Iowa Acts, chapter 1225, section 18.

“Department” means the state department of education.

“Individual training plan” means a written statement of the training commitment from institutions involved including an outline of a definite plan of progressive experiences and learning activities and serves as a schedule or step-by-step plan for training to be used by the employer, school, postsecondary institution, and participant.

“Internship” means work-site learning in which a three-way partnership is established among the secondary school or postsecondary institution, employer, and participant for the purpose of providing experiences related to the participant’s career field. A signed agreement among all parties outlining a participant’s individual training plan is a necessary component of an internship.

“Mentor” means an employee(s) who possesses the skills and knowledge of the occupation to be mastered by a participant and who instructs and critiques the performance of the participant in accordance with industry standards.

“Minimum academic standards” means the set of standards and performance levels agreed to by the employer and participant that must be maintained throughout the program for the participant to be eligible for financial program benefits and the academic requirements established by the secondary school and postsecondary institutions.

“Participant” means an individual between the ages of 16 and 24 who is enrolled in a public or private secondary school or postsecondary institution and who initiated participation in a certified school to career program as part of the individual’s secondary school education.

“Postsecondary institution” means an institution of higher learning under the control of the state board of regents, a community college established under Iowa Code chapter 260C, or an accredited private institution as defined in Iowa Code section 261.9, subsection 1.

“Sponsor” means any person, association, committee, or organization operating a school to career program and in whose name the program is or will be registered or approved.

“Teacher” means the individual who holds an appropriate license and endorsement and who is responsible for the oversight of the participant’s preparation and participation, in school and in the work site, and for the development of the individual training plan.

281—48.3(77GA,ch1225) Program requirements. An approved school to career program shall comply with the following requirements:

1. Approval from the state board of education as a certified school to career program.
2. Participation of a public or private secondary school, postsecondary institution, and one or more employers.
3. An agreement developed and agreed to by all entities participating in the program. The agreement shall identify the program sponsor and describe the roles and responsibilities of each of the entities and other administrative issues as required by Iowa Code chapter 28E.
4. Program’s standards and required performance levels of participants approved by the employer(s).
5. Specific career field content and related academic instruction during the junior and senior year of the secondary component.
6. One or more years of postsecondary education in the career field.
7. Equivalent of three paid summer internships supervised by a teacher for each participant beginning after completion of the junior year in high school.
8. Not less than a two-year work commitment provided for the participant following the participant’s completion of the program.
9. A mentor assigned by the employer in the career field of the participant.
10. Compliance with all state and federal laws pertaining to the workplace.

11. Instruction in health and safety related to the career field and industry the participant is preparing to enter.

12. A program evaluation component for gathering data that can be utilized to improve the program and report the impact of the program to members of the public.

13. Assessment services that are utilized to determine the supportive services (including remedial instruction) needed for each participant to successfully complete the program.

14. Recruitment strategies that encourage the full participation of all participants who desire to enter the career field that the program is preparing the participant to enter regardless of gender, race, ethnicity or disability.

15. An individual training plan developed for each participant and agreed to by the participant, public or private secondary school, postsecondary institution and sponsoring employer. The plan shall include, but not be limited to, the following: identification of the parties involved; statement of program purposes; career field of the participant; duration of the training period; time schedule of work; classroom instruction, including internships; beginning wage; employer responsibilities; school and teacher responsibilities; participant responsibilities; parent/guardian responsibilities; name, date of birth, age, address, and telephone number of participant; signatures of participant, parent/guardian where applicable, employer, and teacher; accident and liability insurance provisions; rotation across all work processes of the career field; causes for imposition of penalties or other disciplinary action; nondiscrimination statement; schedule of special training sessions provided by employer; tasks to be learned and performed on the job; employer-established performance and academic standards; safety instruction; schedule of specific job-related and academic instruction; and assessment and evaluation process and timeline.

16. An approval process which requires an assurance that the individual plan will be developed and monitored.

281—48.4(77GA,ch1225) Approval process. The private or public secondary school or postsecondary institution shall submit a request for program approval to the state board of education. The department of education staff will review the application to determine its eligibility for approval and forward the recommendation to the state board of education. Upon state board action, the department will notify the program applicant and the department of economic development of the approval of the certified school to career program. Refer to Iowa Code chapter 11 and sections 15.104 and 15.106 for other procedures.

48.4(1) The department of education and state board of education shall utilize the following criteria in the review and approval of the certified school to career program plans. The plan shall include evidence of the following:

a. A sequential two-year secondary program which is articulated into a postsecondary program of one or more years in the career field and includes a listing of any other institutions with which the program is articulated.

b. Participation of a public or private secondary school, postsecondary institution, and one or more employers. Other sponsor(s) and their role(s) are identified.

c. A description of skills and knowledge needed for entry into the career field. If a school to career program is designed for a vocational technical career(s) requiring two or fewer years of postsecondary education, the description shall be developed in consultation with an appropriate labor organization(s).

d. A description of the courses and their length designed to deliver the proposed program with evidence that instruction includes competency-based specific career field content in the secondary and postsecondary components and that related academic instruction is also identified in the two-year secondary component.

e. A description of program evaluation component for gathering data that can be utilized to improve the program and report the impact of the program to members of the public.

f. Evidence of instruction in health and safety related to the career field and industry the participant is preparing to enter.

g. A description of the recruitment strategies that will encourage the full participation of all participants who desire to enter the program.

h. A description of the supportive services that will be provided to program participants to enable their successful participation in the program.

48.4(2) The following assurances shall be provided:

a. Participating employer(s) agrees to provide the equivalent of three paid summer internships and two years of work experience following program completion.

b. Individual training plans will be developed and monitored for each participant.

c. Employer(s) will select a mentor for each student in the program career field, and the mentor will receive appropriate training.

d. Assessment services are utilized to determine the supportive services needed for each participant to successfully complete the program.

e. Program complies with all state and federal laws pertaining to the workplace.

f. Instructors teaching in this program will be appropriately licensed.

g. Program is jointly administered and appropriate contracts are in place.

h. Program complies with all federal and state laws which prohibit discrimination on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in educational programs.

i. Services to students with disabilities are provided in the least restrictive environment that will meet their needs.

j. Work-site agreements will be developed for each participant.

These rules are intended to implement 1998 Iowa Acts, chapter 1225, sections 15 to 21.

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